

Montana Department of Public Health & Human Services	Policy
	SH CACFP 1998-6 Rev 2
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Provider Enrollment
	Date Revised: 1/30/2009

PROVIDER ENROLLMENT

Day care home (DCH) providers that are not currently registered may not participate in the CACFP.

Pre-enrollment by the CACFP:

1. The State agency must receive a written pre-enrollment request prior to a sponsoring organization (SO) conducting a pre-enrollment visit of a prospective new DCH provider.
2. The CACFP *Pre-enrollment* form must be submitted to the State agency with:
 - a copy of the DCH provider's registration; or,
 - a screen print from the Montana Department of Health and Human Services Child Care Under the Big Sky (CCUBS) system verifying the DCH provider is currently registered.
3. If the DCH provider needs assistance to obtain a registration, the SO must obtain the following items:
 - a completed free and reduced price application that shows the DCH provider qualifies as tier I by income;
 - evidence of its application for registration and official documentation of the defects that are impeding its registration approval; and
 - a completed CACFP *Sponsor/Provider Agreement*.

These funding requests to obtain the DCH provider's registration are limited to \$300.00 (three hundred dollars) per home and are only available one time for a DCH provider, and may not be used by the DCH to obtain insurance.

The Pre-enrollment Visit:

The SO conducts the pre-enrollment visit after receiving the written pre-enrollment approval form from the State agency. At the pre-enrollment visit, if the DCH provider is accepted for participation by the SO, all CACFP requirements must be provided and fully discussed. The DCH provider and the SO representative must review, complete, and sign the *Sponsor/Provider Agreement*.

Effective Date to Begin CACFP Participation:

1. The date the application and agreement are signed will be the effective date for the DCH provider to begin participation in the CACFP.
2. The SO must obtain proof of current registration prior to completion of the

Sponsor/Provider Agreement. Any *Sponsor/Provider Agreement* signed and dated prior to the pre-enrollment visit is null and void.

Change of Day Care Home Address or Legal Name:

A DCH provider that is changing the location and/or address where they will provide day care, or that is changing their legal name must notify the SO in writing. The provider may continue to participate in the CACFP without interruption if:

1. The current SO obtains an updated registration or verification from licensing reflecting the change of name and/or address;
2. The DCH provider and the SO representative must complete and sign a *Change In Information* form, which becomes a part of their *Sponsor/Provider Agreement*. The *Change In Information* form must be submitted to the SO within 10 days of the provider changing the location where care will be provided or changing their name, and a copy of the form must be supplied to the provider for their records; and
3. The tier status of the home at the new address is re-determined within two (2) weeks.
4. The SO must perform a pre-enrollment visit at the new address before the DCH may claim reimbursement at the new address.

[References: ARM 37.75.205; 7CFR226.16(k); 7 CFR 226.16(d)(1)]